

Agricultural Marketing Service
office of the Deputy Administrator, Marketing Programs
Cotton Division, Grading Branch
Classing Office
Clerk, GS-303-3

SJ CN3

I. INTRODUCTION

The Classing Office carries out assigned Cotton Division programs within a designated geographical area. Programs include the classification of cotton, market news services, statistical procedures incident to quality estimates of the cotton crop and annual carryover, cottonseed sampling, and other marketing and allied regulatory responsibilities.

The incumbent serves as a clerical assistant in the Classing Office.

II. DUTIES AND RESPONSIBILITIES

The incumbent performs a variety of clerical functions in support of the office mission.

A. Telephone and Receptionist: Receives telephone and personal callers, handling many routine matters and directing technical matters to the proper person.

B. Correspondence: Receives, opens, and distributes mail.

C. Appointments: Keeps the supervisor's calendar, clearing requests for appointments and reminding him/her of appointments.

D. Obtaining and Providing Information: Obtains documents, files and background information for the Area Director or Office Assistant on basis of general instructions as to the nature of the subject matter. Assembles information as needed.

E. Travel Arrangements: Assists in making travel arrangements for office personnel, such as obtaining plane reservations and tickets.

F. Maintaining Records and Files: Provides files, documents or other information from the records upon request of the supervisor or other authorized persons.

G. Time and Attendance Reports: Prepares routine Time and Attendance Reports for permanent and temporary employees.

H. Administrative and Program Reports: Assists in the preparation of daily and weekly classing reports and other various reports as required.

I. Billing: Maintains an auditable billing record of individual producers and/or gins or sampling agents for the purpose of user fee billing for all classification on forms CN-117. Segregates forms CN-117 by gin and sorts for posting to billing record. Where individual producers are billed, posts to billing record the number of bales, inclusive bale numbers and date classed. At the end of each accounting period, prepares invoices covering bales classed for current period and mails to individual producers and/or gins or sampling agents. Incumbent receives, posts, and transmits daily to National Finance Center checks covering payment of invoices for classification. Maintains a summary record of billings and payments and forwards statement of earnings billed for and not collected to Financial Management Division at end of each accounting period.

J. Personnel: Under the general supervision of the Office Assistant, prepares personnel papers, receives and delivers salary checks and bonds, answers personnel inquiries of employees concerning appointments, leave, etc. Assists in preparation of other documents and reports as required.

Adheres to Equal Employment and Civil Rights (EEO/CR) policies, goals, and objectives in performing the duties of this position. Assures that written and oral communications are bias-free and that differences of other employees and clients are respected.

III. JOB CONTROLS

A. Responsibility for the Work of Others: None.

B. Supervision and Guidance Received: Works under the general supervision of the Area Director and the Office Assistant. Routine assignments are performed independently; however, supervision is available if problems are encountered and for instructions on all new tasks. Work is reviewed while in progress and upon completion for accuracy and timeliness. Written guidelines include the Cotton Division Procedures Manuals, AMS Directives, regulations under the various Cotton Acts, and directives and instructions from the Field Director.